

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

**4. REASON FOR SUBMISSION**

- ☐ a. Redescription of duties: This position replaces  
Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	<b>AUTOMOTIVE MECHANIC</b>	PSA- 05		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b> Automotive Mechanic	<b>7. NAME OF EMPLOYEE</b>
<b>8. OFFICE/SECTION</b> Vehicle Maintenance Section	a. First Subdivision General Service Office
b. Second Subdivision	c. Third Subdivision
<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> Printed name of Employee	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> Printed name of Supervisor
Signature of Employee _____ Date(mm-dd-yyyy)	Signature of Supervisor _____ Date(mm-dd-yyyy)
<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> Printed name of Section Chief or Agency Head	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> Printed name of Admin or Human Resources Officer
Signature of Section Chief or Agency Head _____ Date(mm-dd-yyyy)	Signature of Admin or Human Resources Officer _____ Date(mm-dd-yyyy)

**13. BASIC FUNCTION OF POSITION**

Serves as journeyman mechanic performing major and minor overhaul in repair work on all motor vehicles

**14. MAJOR DUTIES AND RESPONSIBILITIES**

Performs major and minor overhauls and repair work to engines, transmission brake systems, spring, shock absorbers, steering mechanisms, electrical, fuel and hydraulic systems, wheels assemblies and other vehicle components.

% OF TIME

50% of time

Prepares preventive maintenance schedule for all USEO fleet vehicles. This includes automating all service/work requests and tracking completion of work. Perform routine, monthly, quarterly, and annual preventive maintenance service on all fleet vehicles. Prepare vehicle repair costs records, vehicle maintenance/repair work order. Ensure that all vehicle maintenance (preventative maintenance) checklist is completed for all maintenance service. Prepare:

status reports on all outstanding maintenance requests.

20% of time

Adjusts or replaces malfunctioning or defective parts as appropriate. Utilizes all typical tools and equipment of trade, including testing and analysis equipment. Examine shop repair order or performs diagnostic tests to determine nature and extent of repair work necessary. Use engine lathe and other metal work power tools.

20% of time

Prepare a schedule for replacement of auto parts and general stock reordering. Assures that needed parts, tools, and equipment are available. Prepare auto parts and general stock reordering. Assures that needed parts, tools, and equipment are available. Maintains files; repair records, records of labor, time and materials, and costs.

10% of time

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Completion of secondary school is required. Must have a valid local driver's license appropriate to vehicle/s operated.
- b. **Prior Work Experience:** At least three to four years of automotive mechanic experience and one year of journeyman experience in automotive mechanic.
- c. **Post Entry Training:** On the job training. Two years practical application is highly desirable in one or more required trade. Must have a minimum of two years practical experience in required trade.
- d. **Language Proficiency:** List both English and host country language(s) proficiency requirements by level (I, II, III)
- e. **Level III (Basic Knowledge)** speaking/reading English language is required.
- f. **Job Knowledge:**  
Must have full journeyman knowledge of established practices and procedures of one of the principal trades involved, and a general knowledge of the other trade specialties involved.
- g. **Skills and Abilities:** Must be able to handle all tools including electronic diagnostic and automotive special tools required for the trade. Must be able to take instructions well. Must have a valid driver's license and ability to adhere to safety regulations. Limited typing skills required.

## **16. POSITION ELEMENTS**

- a. **Supervision Received:**  
Immediate supervision from the automotive supervisor. Overall supervision from the motor pool supervisor and General Service Officer.
- b. **Supervision Exercised:**  
None
- c. **Available Guidelines:**  
Standard operating procedures, post vehicle maintenance program, and various trade manuals.
- d. **Exercise of Judgment:**  
Must be able to prioritize work requests required to exercise considerable independent judgment in determining what should be done to the vehicle and what changes are to be made, especially after hours or in emergency situations. Must call any problem area to the attention of immediate supervisor and/ or GSO.
- e. **Authority to Make Commitments:**  
None

**f. Nature, Level and Purpose of Contacts:**

None

**g. Time Expected to Reach Full Performance Level:**

12 Months

DS-298 (Formerly OF-298)  
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